



**United States Bankruptcy Court  
District of Delaware**

824 Market Street  
Wilmington, DE 19801  
[www.deb.uscourts.gov](http://www.deb.uscourts.gov)

**Vacancy Announcement No. 07-04**

**Electronic Court Recorder Operator (Permanent/Full-Time)**

Salary Range: \$33,419 - \$54,313\* (CL-24)

Promotional potential to a CL-25 exists.

Opening Date: May 10, 2007

Closing Date: Open Until Filled. Preference given to applications received by May 25, 2007.

**Position Overview:**

The Clerk's Office of the United States Bankruptcy Court for the District of Delaware is accepting applications from qualified applicants for the position of Electronic Court Recorder Operator. The Electronic Court Recorder Operator performs work related to ensuring the Court has an accurate record of courtroom proceedings and processing requests for audio and transcribed copies of such proceedings. This position requires incumbent to spend the majority of work time in court and may require overtime, which may be unscheduled.

**Representative Duties:**

The Electronic Court Recorder Operator makes a verbatim record of court proceedings on computerized audio recording equipment; creates detailed logs of proceedings and participants recorded; receives and processes audio duplication and transcript production orders of court proceedings; catalogues recordings and logs and maintains their proper storage; maintains recording equipment and performs cleaning, lubrication, and minor adjustments and repairs as needed; manages courtroom recording equipment logistics; assists with courtroom duties, such as swearing-in witnesses, handling exhibits, and calling the calendar; ensures transcript fee rates are in accordance with Judicial Conference policy; and reviews case dockets/documents to obtain information on upcoming court hearings.

**Qualifications/Requirements:**

A minimum of two years of general business experience (clerical or office work) and at least one year of specialized experience equivalent to work at the CL-23 is required. Specialized experience involves progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and the use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in courts, law firms, legal counsel offices, banking and credit firms, educational institutions, insurance companies and corporate operations.

Qualified candidates must possess excellent typing skills, demonstrated proficiency in word processing and data entry, strong communications skills, strong organizational skills, and attention to detail. Professional demeanor and attire are required, as is the ability to communicate effectively with members of the Court, the Bar, and the public.

A background in and general understanding of legal terminology and court operations is preferred. A high school diploma or GED/equivalent is required and some college education is preferred. Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Education may not be substituted for specialized experience.

*\*Salary dependant on experience in accordance with the Court Personnel System Salary Plan of the U.S. Courts*

**Application Procedure:**

Qualified candidates may apply by mailing a cover letter which includes the announcement number; resume detailing qualifications, experience, and salary history; and the names, addresses, and phone numbers of three professional references to:

United States Bankruptcy Court  
District of Delaware  
Attn: Human Resources  
824 Market Street  
Wilmington, DE 19801

Preference will be given to applications received by May 25, 2007. Due to the volume of applications received, the Court will only communicate to those individuals who will be tested or interviewed for this position. Only qualified applicants will be considered. Applicants may be required to take a typing test.

**Benefits:**

Employees of the United States Bankruptcy Court are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and in this position the incumbent will be entitled to the same benefits as other federal government employees. These benefits include:

13 days' paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year dependent upon length of federal service; 13 days of paid sick leave per year (unlimited accumulation); and 10 paid holidays per year.

Optional participation subsidized medical benefits with pre-tax employee premiums; group life insurance, long term care insurance, and dental and vision insurance.

Flexible benefits program (pre-tax flexible spending for health care, dependent care, and commuter/parking costs).

Participation in the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K plan).

*Creditable service time in other federal agencies or the military will be added to judiciary employment.*

**Employment Conditions**

Applicant must be a U.S. citizen or be eligible to work in the United States.

The selected candidate will be subject to a background check as a condition of employment.

All appointments subject to mandatory electronic funds transfer (EFT) for payroll deposit.

Applicants selected for interviews must travel or relocate at their own expense.

**The United States Courts is an Equal Opportunity Employer.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice.